

equipment or high number of occupants. If this is a separate room, separate temperature control will be required, with the thermostat having a lockable cover.

#### **Lighting**

Provide standard non-glare lighting at 30 to 40 foot candles.

#### **Telecommunications**

Provide a duplex communications outlet (one voice, one data) and a duplex electrical outlet at each machine, mounted 15" above the finished floor.

#### **Security**

This room or area will be visually supervised by staff at the Service Desk.

#### **Signage**

If The Copy Center is a separate room or partially enclosed space, only a room identification sign is needed. If it is an open area, a wall-mounted sign will be needed. Signage specifications are included in the General Considerations of this document. Wording for the sign will be provided by the Library, so that it is consistent with other branches.

#### **Furniture & Equipment and Shelving Units**

	UNIT	UNIT	EXTENDE
	QTY	Sq. Ft.	Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
Cabinets, Below Counter (Lockable)	4	0	0
Copier, B&W Freestanding	1	50	50
Copier, Color Freestanding	1	50	50
Preparation Counter	1	30	30
Recycling Bin	1	0	0
Waste Basket	1	0	0



#### Functionality

The Delivery / Sorting Room supports two functions. Bags and bins with intralibrary deliveries of library materials and mail are brought daily to this area by the Library messenger, who also picks up materials for delivery to other OPL libraries. The messenger enters through the Public Entrance from the library parking lot. A delivery counter in this area always has bins and bags being prepared for pick up or in the process of being emptied. Most of the delivered items are put on sorting trucks to be re-shelved or are prepared for reserve pick up. Mail is distributed to staff from this area.

The second function is related to the circulation of materials. Patrons rough-sort and return borrowed materials through return slots near each of the two entrances and at the Service Desk. These materials are checked in and re-sensitized by RFID readers mounted on the slots. The items returned through the slots in the exterior of the building drop into bins in the Delivery & Sorting Room. Periodically throughout the day, staff remove materials from the bins and sort them onto book trucks, and then re-shelve them. Reserves are identified by the RFID system; information is sent to a printer on the sorting counter and items are pulled from the sorted booktrucks. The sorting counter also houses a computer with the circulation system.

Since flammable materials are occasionally dropped into book return bins, it is important to provide a mechanism for isolating a fire should it begin and to make certain that smoke produced cannot enter the library's HVAC system and spread throughout the library.

#### Occupancy

STAFF WORKSTATIONS: 1

#### Relationships

The Delivery / Sorting Room should be adjacent to the Public Entrance to minimize the distance the messenger has to travel with delivery bins and bags. It should be adjacent to the Circulation Desk, with which it has functional ties.

#### ADJACENT:

Public Entrance  
Service Desk

#### Flexibility

There is no anticipated expansion needed for these functions.

#### Fenestration

Windows are not required.

#### Finishes

The floor finishes must be durable, non-slip and as maintenance free as possible. Corner guards are required.

#### CEILING:

Acoustical

#### WALLS:

Paint

#### FLOOR:

Sheet vinyl; or Vinyl tile, for ease of moving book trucks

#### Access

Access to the exterior drop slot must meet accessibility requirements for a front or side reach, recommended at not higher than 48" above finished floor. The Delivery & Sorting Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing



spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

### **Lighting**

The interior of the book drop should have approximately 30 foot candles of light over the bins. The room itself should have 30 to 40 foot candles of ambient light. Standard non-glare office lighting is acceptable.

### **Telecommunications**

Provide one standard quad communications outlet (2 voice, two data) and a quad electrical outlet associated with the sorting workstation.

### **Security**

This is a non-public area, with access controlled by key and keypad.

### **Signage**

Only room identification signage is needed.

### **Furniture & Equipment and Shelving Units**

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
AV Bin, Depressible	1	20	20
Book Bin, Depressible	3	20	60
Book Truck	6	10	60
Chair, Task	1	0	0
Clock	1	0	0
Computer, Staff Desktop	1	0	0
Delivery Counter With Cabinets Below	1	60	60
Printer, Laser (B&W)	1	0	0
RFID Circulation Desk Equipment	1	0	0
Waste Basket	1	0	0
Workstation, Sorting Counter	1	50	50



The Service Desk is the first point of contact between staff and community members as they enter the library. It must be tidy and well-organized, with no barriers to impede interaction. It should not be cluttered with announcements and give-aways. (These will be located in the two lobbies). Computers, a cash register, phones and security equipment should be placed for staff efficiency and customer service. With most patrons returning books into book return slots and checking out materials independently, staff will be relieved of many routine circulation tasks and can concentrate on greeting people as they enter, offering assistance and handling more complex circulation issues.

From time to time staff at this desk will also check out or renew materials. They will receive fines and process library card applications. They may prepare reserves for pick up.

The Service Desk will include two workstations, although frequently staffed by one person. One will be for standing use, the other ADA compliant. Provide an anti-fatigue floor mat for the standing workstation. Especially during the early months after opening, the library will draw many new users. Circulation staff will assist them in using the library and help them get oriented to its services and resources.

While it is unlikely that there will be a line of patrons waiting to talk with a staff member at the Service Desk, there should be space enough to prevent the obstruction of traffic through the library.

#### Occupancy

STAFF WORKSTATIONS: 2

#### Relationships

The Service Desk, as the only public service desk always staffed, must be located adjacent to the Public Entrance and be visible from the School Entrance, so that patrons entering the library are greeted and assisted immediately. It should be adjacent to the Delivery & Sorting Room with which it has a functional relationship, both handling circulating items.

This will be a relatively noisy area of the library, with staff-patron conversations and traffic passing as people enter and leave the library. It should be close to other high traffic areas, such as the Marketplace, with its popular materials. It should be away from the Adult Quiet Reading Area.

The Service Desk staff should have good visual supervision of the entrances and the Public Restrooms, if possible. Staff at the Service Desk should have visual contact with as many of the Mobile Reference Stations as possible for security.

The Copy Center should be close to the Service Desk to provide assistance and to monitor use of the equipment.

#### ADJACENT:

Delivery & Sorting Room  
Public Entrance

#### CLOSE:

Public Entrance  
Copy Center

#### AWAY:

Adult Quiet Reading Room

#### SIGHT LINE:

Public Restrooms  
Mobile Reference Stations  
School Entrance



It is unlikely that this space will have to expand; it might, in fact, contract in the future, as more functions are automated. Sufficient flexibility should be provided to allow for remodeling in the future.

Natural light is desirable in this space, avoiding east/west facing windows. Avoid glare on the two computer screens.

This will be a high traffic area. The floor finishes must be durable, non-slip and as maintenance free as possible. Consider high quality anti-static carpet tile that can be replaced as needed.

The circulation desk should be attractive, with non-glare surfaces, resistant to marking and easily cleaned. If a laminate counter is used, it should have rounded wooden edges to avoid peeling or dangerous edges. The patron side of the desk should have a toe reveal to protect the front of the desk. A counter behind the desk with cabinets below will provide space for general supplies, and can also be used for the cash register.

#### CEILING:

Acoustical

#### WALLS:

Paint

#### FLOOR:

Sheet vinyl; or Vinyl tile, for ease of moving book trucks

#### Access

The Service Desk will be accessible by means of a 36" minimum aisle. The desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters.

#### Acoustics

This will be a busy area of the library and it is imperative to minimize the noise that travels into the main part of the library. Adequate sound isolation should be provided through the use of acoustic ceiling, floor and wall treatment.

#### HVAC

This will be part of the public area HVAC zone on the first floor. The temperature level should be 68 to 72 degrees during heating and 78 degrees during cooling for energy savings. The relative humidity should be between 30 and 50% and ventilations at 10-12 cubic feet per minute. HVAC vents should be located to avoid drafts on staff.

#### Illumination

Provide 40-50 foot candles of ambient light and additional non-glare task lighting at the two workstations to 75 foot candles. This service desk should be highlighted for easy patron identification, visible from most areas of the library. The master control switch for library lighting should be located here.

#### Telecommunications

Provide one standard quad communication outlet (two voice, two data) and a quad electrical outlet at each workstation and along the wall above the work counter behind the circulation desk.

#### Security

Staff at this desk should have visual supervision over much of the library's public space. It should not be easy for a patron to get into the Circulation Desk Area, which is designed for staff use only. Alarms from the library's inventory control gates at both entrances should be audible at this desk.

#### Signage

A major area sign will identify this service desk. Whether it is wall-mounted or suspended



will be dependent upon the design. Additional requirements may include fire and life-safety lighted exit signs.

### **Furniture & Equipment and Shelving Units**

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
AV Bin, Depressible	1	0	0
Book Bin, Depressible	1	0	0
Book Truck	2	10	20
Cash Register	1	0	0
Chair, Task	2	0	0
Clock	1	0	0
Computer, Staff Desktop	2	0	0
Counter-8', Behind Circulation Desk, W/ Cabinets Below	1	30	30
Mat, Anti-fatigue	1	0	0
Printer, Laser (B&W)	1	0	0
RFID Circulation Desk Equipment	2	0	0
Telephone Handset	2	0	0
Waste Basket	2	4	8
Workstation, Circulation Check-In Desk	2	65	130



## GENERAL BUILDING SERVICES

### FUNCTIONAL ACTIVITY

The primary function of General Services is to provide custodial, electrical, elevator, mechanical, and telecommunications equipment space and general library storage.

### SPATIAL RELATIONSHIPS

These spaces are distributed throughout the library and are non-public areas. With the exception of the storage, they are part of the non-assignable square footage of the building. While there are no critical functional adjacencies, it is important that noise associated with the equipment be baffled so that it does not interfere with patron use of the library or with staff functions. Patrons should not be able to access these spaces.

### AWAY:

Adult Services (Quiet Reading)

DIVISION SPACE SUMMARY		Sq. Ft.
Communications Rooms		N/A
Custodian's Room(s)		N/A
Electrical Room		N/A
Elevator and Equipment		N/A
First Floor Storage Room(s)		175
Mechanical Equipment Room		N/A
Public Restrooms		N/A
TOTAL:		175



### Function

The primary function of the Main Communications Room (MCR) is to house all the library's network, telephone, security, and life safety equipment. It is the main point of entry to the building for data, telephone, security and Cable TV lines. This room should be clean and not used for any other purpose than housing the equipment. It should have a phone available for troubleshooting.

A secondary communications closet will be needed on the second floor for distribution of data and power lines.

### Relationships

The MCR should be located on the first floor of the two story facility, connected by a vertical riser to a Communications Closet stacked above on the second floor. It should be located as close as possible to where data, telephone and security lines enter the site, probably on 81st Avenue. There should be no more than 275' between the MCR and any data drop.

The MCR and the Communications Closet are non-public spaces. The MCR should be located away from workspaces, meeting rooms and quiet reading spaces to avoid having its noise interfere with staff or patron use of the library.

### Flexibility

Flexibility should be provided for the reconfiguration of equipment as it changes. It should be large enough to accommodate double its current equipment needs.

### Fenestration

No windows should be provided.

### Finishes

This is not a public area and will be minimally finished since it is primarily a room for equipment.

#### CEILING:

Acoustical tile

#### WALLS:

Paint (Latex semi-gloss recommended)

#### FLOOR:

Vinyl tile, sheet vinyl, linoleum

### Access

Both communications rooms will be accessible by means of a 36" minimum aisle. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

### Acoustics

The MCR will be a separate room and should have moderate acoustical dampening to isolate the sound of equipment. The primary strategy for noise control will be to locate it away from workrooms, meeting rooms and quiet reading areas of the library. The Communications Closet will not generate significant noise.

### HVAC

This room requires a separate zone or separate air conditioning unit, so that it is operational at all times. Temperature should be at a consistent 70-72 degrees, with relative humidity of 35 to 60 %. Ventilation should include a dust filtration system to keep the air





clean and avoid contaminants.

Light levels should be 30 to 40 foot candles. Lighting should be dimmable for easy reading of screens. Consider motion detectors or occupancy sensors for energy savings.

#### Communications

Provide one wall mounted telephone connection adjacent to the communications rack for troubleshooting. Provide one quad data outlet and associated quad electrical outlet on each wall. The equipment in this room will be specified once the Library has determined which automation system it will use in the future.

#### Security

This is a controlled space with key and keypad access for staff only. A dry standpipe fire suppression system should be installed to protect equipment from water damage in the event of a fire.

#### Signage

Required signage includes a permanent room identification sign wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

#### Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDE
	QTY	Sq. Ft.	D Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
Network Modem	1	0	0
Rack, Computer / Communications Equipment	1	0	0
Router/Switch	4	0	0
Server, Desktop / Rack Mount	1	0	0
Telephone Handset	1	0	0
Uninterruptible Power Supply (UPS), Single Device	1	0	0



#### Functional Activity

The primary function of this space is to provide storage for supplies and equipment associated with the maintenance of the library facility. Custodial service will be provided by District staff, who will have their main storage and supply room elsewhere. The room should accommodate a custodial sink and mop sink, wall hooks for mops and brooms, a vacuum cleaner, wall-mounted ladder and a cleaning cart.

#### Occupancy

There are no workstations in this space. The custodian will use the room primarily for storage.

#### Relationships

There are no critical adjacencies for this non-public space. If there are custodian spaces provided on each floor, the primary one should be on the first floor, adjacent to the Public Restrooms that require frequent cleaning.

#### Flexibility

The function and space needs are not expected to change.

#### Penetration

No windows are required.

#### Finishes

This area should be minimally finished with durable water-repellent surfaces.

#### CEILING:

Exposed structure or acoustical tile.

#### WALLS:

Walls should be durable and washable. Consider latex paint over concrete.

#### FLOOR:

Floors can be unfinished sealed concrete or vinyl, with a floor drain.

#### Access

The Custodian's Room(s) must be accessible from a 36" aisle. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

The mop sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of operating force can be required to operate the faucets.

#### Acoustics

While there is some noise associated with this function, the custodial work will be done before or after the library is open and noise will not be an issue.

#### IVAC

The Custodian's Room should have a ventilation system that keeps fumes from cleaning fluids from entering the building's return air duct.

#### Illumination

Lighting should be at 30-40 foot candles at counter level. Consider motion detectors or occupancy sensors for energy efficiency.

#### Security

This is a non-public area with access controlled through a key and keypad.

#### Signage

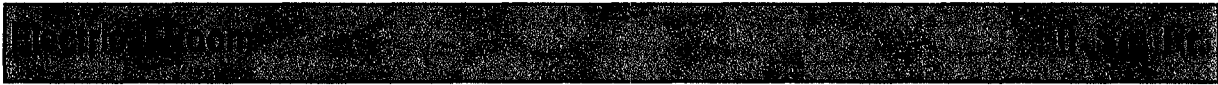
Only general room identification signage is needed.



**Furniture & Equipment and Cleaning Units**

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
Cleaning Cart	1	0	0
Ladder, Extension	1	0	0
Mop Bucket	1	0	0
Paper Towel Dispenser	1	0	0
Sink, Mop	1	0	0
Vacuum Cleaner, Dry Upright	1	0	0





**Additional Activity**

This room will be equipped by the power company and will need an exterior door for entrance when the library is closed.



**Functional Activity**

There will be both a public/staff elevator and a second elevator to access the District Multi-Purpose Space on the second floor. The public/staff elevator should be large enough to accommodate parents with strollers who attend family literacy programs on the second floor. The second elevator should be accessible from outside the library and provide direct access to the school Multi-Purpose space.

**Relationships**

The Elevator should be adjacent to the public entrance and accessible from the vestibule so that the second floor meeting rooms can be used even when the library is closed.

**Acoustics**

The sound of the elevator equipment should be baffled so that it does not interfere with the use of the library by staff or patrons.

**Security**

The elevator should be programmable so that access to the second floor can be controlled by staff for security purposes.

**Signage**

The elevator's location off the public entrance vestibule will require signage to direct patrons to it when the library is closed and activities are occurring in the public meeting rooms on the second floor. With the languages spoken in the community, pictographs would be better than words, if possible.



**Function/Activity**

This area provides a small amount of storage on the first floor. Two large storage areas will be provided on the second floor, one associated with the Public Meeting Rooms, and the other with the staff workroom. The purpose of these areas is to house equipment, supplies, bulk supplies, and miscellaneous library items to keep the public and staff spaces tidy and uncluttered. It should include shelves for supplies and open floor space for such items as a collapsible story theater used for preschool storytelling.

**Relationships**

There is no critical adjacency for the first floor storage, since it will be used by all staff for a variety of purposes.

**Flexibility**

This storage area is not expected to expand in size.

**Penetration**

No windows are required.

**Finishes**

Minimal finishes as this is not a public area and will only be used by staff.

**CEILING:**

Acoustical tile

**WALLS:**

Paint (Latex semi-gloss recommended)

**FLOOR:**

Vinyl tile

**Access**

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. The interior door can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height. Signage will meet requirements as outlined in the Signage Space Detail.

**HVAC**

This room will be zoned with the public space of the first floor and has no special requirements.

**Illumination**

Provide a minimum of 30-40 foot candles at floor level. Consider motion detectors or occupancy sensors for energy efficiency.

**Security**

This is a staff-only space, with access controlled through a key and keypad.

**Signage**

Required signage includes a permanent room identification sign wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

**Furniture & Equipment and Shelving Units**

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.



**Furniture & Equipment and Shelving Units**

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
AV/Technology Equipment Cart, Large	1	15	15
Projector, Portable AV & Computer LCD/DLP	1	0	0
Puppet Theater	1	65	65
Puppet Tree	1	15	15
Shelving, SF 90"h Steel W/ 7 Shelves	5	12	60
TV Monitor, 50" Projection Large Screen	1	20	20



## **Mechanical Room**

### **Function/Activity**

This room or rooms is for the placement of mechanical equipment that operates the library's HVAC system. This room should have a set of double doors or an extra-wide single door for bringing bulky items in and out.

### **Relationships**

This room has no adjacency requirements.

### **Flexibility**

It is not anticipated that the area would change purpose or require expansion.

### **Finishes**

Minimal finishes as this is not a public area and will only be used by staff.

#### **CEILING:**

Acoustical tile

#### **WALLS:**

Latex paint over sealed concrete or concrete block

#### **FLOOR:**

Sealed or painted concrete with a drain





# **PUBLIC RESTROOMS**

## **Function/Activity**

Public Restrooms must be provided on both the first and second floors to serve library users and those attending activities in the second floor Public Meeting Rooms.

## **Relationships**

The Public Restrooms on the first floor should be centrally located and visible, near the front of the library. The entrance should be visible from the Service Desk.

The Public Restrooms on the second floor should be close to the public/staff elevator and stairway, and close to both the Community Room and the Classroom on this floor.

## **Flexibility**

Rather than expand existing restrooms, additional restrooms would be added as necessary. These spaces require no flexibility.

## **Penetration**

No windows are desired.

## **Finishes**

The Public Restrooms must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

### **CEILING:**

Water resistant gypsum board with epoxy paint

### **WALLS:**

Glazed ceramic tile with dark grout

### **FLOOR:**

Unglazed ceramic tile with dark grout; Floor drains

### **STALLS:**

Wall mounted high-density solid plastic or stainless steel

### **FIXTURES:**

Sinks: Self-activated

Commodos: Self-activated, wall hung

## **Access**

Accessible sanitary facilities must be provided.

The rest rooms will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum



36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

#### Acoustics

All reasonable acoustic dampening is appropriate for restrooms.

#### HVAC

Temperature should be controlled at 68 degrees and 72 degrees when heating and 72 to 78 degrees when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

#### Illumination

Bright lights give the restrooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be provided for energy savings.

#### Security

The staff at the Service Desk on the first floor will supervise public restrooms. The public restrooms on the second floor will be self-monitored, with minimal surveillance by staff in the Staff Workroom. The first floor restrooms will be supervised by staff at the Service Desk and Children's Mobile Reference Station.

#### Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

#### Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDE
	QTY	Sq. Ft.	D Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
Commode	12	0	0
Mirror, With Shelf	4	0	0
Paper Towel Dispenser	4	0	0
Sink And Counter	4	0	0



# **Part 2 - Equipment and Shelving Units**

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Soap Dispenser	4	0	0
Urinal	4	0	0



# LIBRARY ENTRANCE

## FUNCTIONAL ACTIVITY

There are two public entrances to the library. Both should be architecturally significant, easily identifiable and accessible. The general Public Entrance will bring pedestrians from 81st Avenue and from Rudsdale and patrons from the school/library parking lot. With the public library also serving as the school library for two NSAs with which it shares a campus, a School Entrance will also be provided that will allow teachers with their classes to access the library without leaving the school campus. This entrance will be inside the security fence that surrounds the campus for security.

The primary function of the Library Entrance Division is to provide a formal entrance and vestibule for the library building. The public entrance provides access to the second floor Public Meeting Rooms with an elevator and staircase as well as the library's main spaces. The lobby/vestibule for each provides space for library patrons to enter and exit the library and provides areas for the display and distribution of community information and for art and artifact displays from the schools and community. Restrooms will be relatively near the entrances.

Just inside each entrance will be the materials security gates.

## SPATIAL RELATIONSHIPS

From the two entrances patrons should be able to see how the library is organized, for ease of use. Large area signs and directional signs, along with a directory at each entrance should help orient patrons as they enter.

This will be a high-traffic and relatively noisy area. It should be away from the adult Quiet Reading Area. The library's most popular and enticing adult materials will be near the main entry in the Marketplace, so that patrons can easily access them. The areas of the library that would involve study, research or extended use are more remote. Circulation Services, with its staffed service desk, will be adjacent to the entrance; staff will greet library users as they enter and to offer assistance.

### ADJACENT:

Circulation Services  
Marketplace

### AWAY:

Adult Services (Quiet Reading)

DIVISION SPACE SUMMARY		Sq. Ft.
Public Entrance		N/A
School Entrance		N/A
TOTAL:		N/A



# **Public Entrance**

## **Introduction**

This is a patron's introduction to the library. The area should be welcoming and inviting, tidy and exciting. The interesting use of light and space, the introduction of the building's theme, public art, and the space required for traffic flow should combine to make this area an architectural focal point of the building.

The entrance should consist of two pair of automatic doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. Built-in display cases and literature display racks provide a place for community information distribution and art displays. A directory will help orient visitors to the library.

The public telephone will be located in the Public Entrance, accessible to community members using the Public Meeting Rooms when the library is closed.

The security gates are just inside the library.

## **Relationships**

The Public Entrance and Lobby is the focal point and primary access to all parts of the library, including the elevators and stairs leading to the second floor. From this entry point patrons should be able to see the general layout of the library collections and services.

The Public Entrance is adjacent to the Service Desk, where the first interaction with staff takes place. It is close to the Marketplace that houses the library's most popular and high-circulating materials—new books audiovisual materials and magazines. It is adjacent to the Café, where patrons can stop for light refreshments, or use express computer terminals.

This will be a noisy and high-traffic area, and should be removed from the Quiet Reading Area.

### **ADJACENT:**

Café  
Service Desk

### **CLOSE:**

Adult Popular Materials

### **AWAY:**

Quiet Reading Area

## **Flexibility**

This space will probably not need to be expanded in the future.

## **Fenestration**

Glass is required in the front doors and inside windows to provide a view to the outside and a view into the library. Skylights or clerestories for additional natural light are recommended.

## **Finishes**

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

### **CEILING:**

Plaster or acoustical tile

### **WALLS:**



Highly durable and flame retardant; Paint (Latex semi-gloss recommended);  
Sisal or vinyl wall covering; Marble or granite wainscoting; Etched,  
silk-screened, or fritted glass to library or exterior;  
Tackable surfaces

#### **FLOOR:**

Terrazzo tile, unfinished quarry tile with non-slip matte finish or  
equal; Walk-off mats

#### **Access**

The Public Entrance will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Pay telephones must comply with forward (maximum of 48" above finished floor) and side reach (maximum of 54" above finished floor) requirements and at least one (and at least one-half of the total number) must be an accessible telephone.

#### **Acoustics**

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

#### **HVAC**

Separate temperature control is required. The temperature should be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrance.

#### **Illumination**

General lighting at 15 to 20 foot candles, with specialized accent lighting at 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

#### **Telecommunications**

Provide one single voice outlet (one voice) for each pay telephone location.

#### **Security**

The vestibule of the Public Entrance must be able to be secured not only from the outside of the building, but also from the library itself to allow for the use of the Public Meeting Rooms when the library is closed.

Much of the Public Entrance should be visible to the staff at the Service Desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space.

Inventory control gates are located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Service Desk.

#### **Signage**

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.



**Furniture & Equipment and Shelving Units**

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
Bulletin Board	1	0	0
Case, In-Wall Display	2	0	0
Directory	1	0	0
Plaque, Dedication	1	0	0
Rack, Literature Display Handout	2	0	0
Security System Gates, Inventory Control	1	0	0
Sign, Announcement	1	0	0



The School Entrance is located within the security fence that surrounds the school campus and provides direct access to the library from the school campus. Teachers and students can walk from their classrooms into the library without leaving the campus. Since the library may be used by teachers before it is open to the public, this entrance will be controlled by a key and keypad.

Inside the entrance there will be cabinets to display the art projects of students in the two NSA schools to the community.

The gates for the materials security system will be at the point the entry transitions to the interior space. The gates should provide a single aisle for student ingress/egress. Students will also use two self check machines in this area.

This entrance should be significant and should not be viewed as a back door. It will be the introduction to the library for students. It should be warm and inviting, large enough to accommodate a class of 30 arriving at the same time, and with a bit of formality to begin the quieting process as children enter.

#### Relationships

The School Entrance will be close to the Preschool area, facilitating the supervision of young students by their teachers. It will also be near the Family Restrooms. From the School Entrance teachers and students should be able to see the layout of Children's Services, and identify where the various collections that will be used by children are shelved.

#### ADJACENT:

Family Restroom

#### CLOSE:

Preschool Area

#### SIGHT LINE:

Children's Area

Computer Lab

Children's Multi-Purpose Room

Parent Area

Story Time & Family Reading Area

#### Fenestration

Glass is required in the doors associated with this entrance to provide a view to the outside and a view into the library from the school campus. The entrance should be warm and inviting; natural light will help provide that warmth.

#### Finishes

Since this is the first view of the library for students, it should be attractive and interesting. This area will get very heavy use. All finishes must be washable and stain resistant. Floor materials should be slip-resistant, dirt repellent, durable and low maintenance. There should be walk-off mats or similar flooring to protect the interior of the library as students come during inclement weather. Wall finishes should be mark resistant, highly durable and easy to clean.

#### Access

The School Entrance will be accessible by means of a 36" minimum aisle and at least one 36" wide door, with a minimum clearance of 32". Automatic doors activated through a keypad are recommended. If doormats are used, they must be securely attached and have low pile.

#### Acoustics





As students enter and leave the library, this will be a noisy area. It should be acoustically buffered from the rest of the library.

#### **Lighting**

General lighting of 15 to 20 foot candles is required in the School Entrance, with accent lighting at 50 foot candles for the directory and literature display racks. Light should be provided for display cabinets.

#### **Security**

This entry will be controlled so that teachers can access from the school campus, and so that the general public cannot access the school grounds through the library. This is a real concern for the school administrators. Teachers will be able to access the library during hours it is not open to the public. Classes will visit the library regularly, with the scheduling done by the joint venture project's Library Coordination Committee (LCC) to insure that the needs of the two local NSAs are balanced with the needs of other local schools to visit the library.

#### **Signage**

A sign on the exterior of the Student Entrance should help identify the library from the school campus side.

#### **Furniture & Equipment and Shelving Units**

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
<b>Description of Furniture &amp; Equipment Units</b>			
Book Bin, Depressible	1	0	0
Case, In-Wall Display	2	0	0
Directory	1	0	0
Rack, Literature Display Handout	2	0	0
Security System Gates, Inventory Control	1	0	0
Self Check-Out Counter	2	0	0
Self Check-Out Machine	2	0	0
Stroller Parking	10	0	0



**FUNCTIONAL ACTIVITIES**

The primary function of the Marketplace is the display of high interest and popular materials for adults. For this community, these include new books, audiovisual materials in a variety of formats and magazines. The very popular Spanish collection will be housed in its own area. The Marketplace also includes a Café with refreshments, express computer terminals, comfortable seating for library visitors, and a Self Check & Reserve Pick Up Bay to facilitate circulation.

This is the "book store" of the library, its "popular library" element. It should be inviting, exciting, with high browsability. Shelving will be relatively low to allow a feeling of openness, even though it will have heavy traffic.

Children entering from the School Entrance will have a different experience of the library, with the picture books, fiction and nonfiction collections all readily visible upon entry.

**SPATIAL RELATIONSHIPS**

Patrons may use the services and collections of the Marketplace without ever entering the rest of the library. Parents of students in library programs may use the Café as a place to meet with their neighbors while waiting for their children.

For other patrons, this will be the final stop in their visit to the library, as they use the self check machines to borrow library materials.

This will be the busiest (and noisiest) area of the library. It should be adjacent to the main Public Entrance and away from Adult Service's Quiet Reading Area. It should be close to Circulation Services, whose staff will greet patrons as they enter the library.

**ADJACENT:**

Library Entrance

**CLOSE:**

Circulation Services

**AWAY:**

Adult Services (Quiet Reading)

<b>DIVISION SPACE SUMMARY</b>		<b>Sq. Ft.</b>
<b>Adult Popular Materials &amp; Mobile Reference Station</b>		<b>372</b>
<b>Café</b>		<b>387</b>
<b>Periodicals</b>		<b>340</b>
<b>Self Check &amp; Reserve Pick Up</b>		<b>84</b>
<b>TOTAL:</b>		<b>1,183</b>



### Function

This area of the Marketplace houses some of the most popular library collection--new books, paperbacks and audiovisual materials. The primary function of this area is to display these popular materials. The collection of new books changes frequently to entice new readers. Paperbacks in browsing roto-towers will offer current popular titles and subjects. Patrons have access to audiovisual materials in a variety of formats, including audio books, CDs, DVDs and videocassettes. By the time this library is constructed, it is likely that videos will be replaced by DVDs and audio books will be in CD rather than cassette format. This will have to be verified with the community to see what technology is available in this economically depressed area at that time.

This is a browsing collection. The materials will be attractively displayed, highly visible from the entrance, and include slot wall end panels to maximize display opportunities. The shelving will all be 66" for browsing convenience.

Two special collections are in this area. The large print books are located in this area. The adjacency of the large print books to the audio books is useful for seniors and the visually impaired. Their location near the Public Entrance makes them easy to find. There are two chairs provided in this area specifically for users of this collection; chairs will have arms to assist the elderly and frail in sitting and rising.

The second special collection includes literacy materials for those wanting to improve their reading and writing skills are also shelved here to publicize them and encourage their use.

The Mobile Reference Station for the adult area is also located in this general area of the library, its "default" location close to a main path of travel.

### Occupancy

READER SEATS: 2

### Relationships

The Adult Popular Materials Area should be highly visible from the Public Entrance. It should be adjacent to the Self Check & Reserve Pick Up Bay for patrons who want to make a quick trip to the library, select new materials and check them out independently. It should also be adjacent to the Periodicals Area, since both collections will invite browsing. It should be close to the Café, so that residents can select their recreational reading and enjoy it in the library in comfortable seating and refreshments.

#### ADJACENT:

Periodicals  
Self Check & Reserve Pick Up Bay

#### CLOSE:

Public Entrance  
Café

### Flexibility

It is unlikely that the collections in this area will increase in size, but the manner of display and the format of materials may change, so flexibility in the space is important.

### Environment

Natural light is desirable in this area to provide a cheeriness and warmth to the space, avoiding east and west facing windows. Any exterior windows will need roller blinds or other window coverings. Care should be taken to make sure that the light does not cause glare on the audiovisual materials, making their packaging difficult to read.

### Finishes

This is along the main path of traffic in the library. It may be carpeted (carpet tiles) or hard flooring. The floor finishes must be stain resistant, dirt repellant, durable and low



maintenance. Wall finishes should be mark resistant, attractive, durable and easy to clean.

**CEILING:**

Acoustical tile

**WALLS:**

Vinyl, sisal or fabric wall covering Vinyl or carpet cove base

**FLOOR:**

Anti-static carpet tile, unfinished quarry tile, vinyl tile, or heavy weight commercial anti-static carpet w/ enhanced backing (No carpet pad permitted)

The Adult Popular Materials Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

**Acoustics**

This space will be noisy due to its location in the heavily trafficked Marketplace along a main path of travel. Include absorptive finishes such as acoustical wall treatment and acoustical ceiling tiles. The flooring may be carpeting or hard floor; if hard floor dampen the sound of foot traffic as much as possible.

**HVAC**

This will be within the temperature control zone of the entire Marketplace. Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Any thermostats in this area should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels.

**Illumination**

Provide 30 foot candles vertically at 30" above the floor for shelving. It is important to highlight these materials on display, but lighting must not create a glare on materials.

**Security**

The staff at the Service Desk or the adult Mobile Reference Station will visually supervise this space.

**Signage**

An area sign will be needed to identify this collection. Whether it is wall-mounted or suspended will depend upon the location and design of the space. It should be a particularly attractive and colorful sign, drawing attention to the collections. Signage specifications are included in the General Considerations of this document. Wording for the sign will be provided by the Library, so that it is consistent with other branches.

**Furniture & Equipment and Shelving Units**

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
<b>Description of Shelving Units</b>			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 24 New Books (Face Out)	2	12	24
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 480 Literacy	2	12	24
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 210 Audio Book Cassette	1	20	20
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves	1	20	20



# **Furniture, Equipment and Shelving Units**

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
113 New Books			
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves	1	20	20
190 Large Print			
CD-ROM Rotor Tower SF 66" Shelving Unit	1	12	12
250 Audio Compact Disc (CD)			
DVD Rotor Tower SF 66" Shelving Unit	1	12	12
300 DVD			
Paperback Rotor Tower DF 66" Shelving Unit	3	18	54
1650 Paperbacks			
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves	1	20	20
180 Video Cassette			

## **Description of Furniture & Equipment Units**

Chair, Lounge	2	35	70
Computer, Staff Portable	1	0	0
Reference Podium	1	50	50
Stool	1	0	0
Table, End	1	12	12
Telephone Headset	1	0	0
Waste Basket	1	4	4
Water Or Planter Element	1	30	30



The Café is one of the gathering places requested by many community members. It provides a comfortable environment for library users of all ages to purchase refreshments, use some of the library's computers in a café milieu, and relax in comfortable café seating. Parents of students in the local schools see this as a good place to wait for their children to finish their school day; students want to get snacks after school before starting their homework; teens see this as a place to use the computers while having a beverage. There will be a refreshment counter. It is anticipated that healthful snacks and drinks will be available as well as coffee.

The revenues from the sale of refreshments will be used for library programs.

This should be a semi-enclosed space or a separate room because it will be a noisy area.

#### Grouping

**SPECIAL PURPOSE SEATS: 12**

#### Relationships

The Café must be adjacent to the Public Entrance, highly visible and accessible to library users before they enter the main library space. It should be visible from the exterior, an inviting space. It should be close to the library's Marketplace so that patrons can bring their recreational reading into the Café for comfortable reading. There should be a sight line from the Service Desk to the Café.

#### ADJACENT:

Public Entrance

#### CLOSE:

Marketplace

#### Flexibility

This space should be flexible to allow the remodeling that will keep it appealing and inviting, and to adjust its furnishings according to demand.

#### Penetration

Ideally, this space will have exterior windows and visibility from the street, encouraging people to enter the library. The windows should not be east or west facing, and will need window coverings to control light, insuring that there is no glare on the computer monitors.

Interior windows will entice people as they enter the library and provide visibility from the Service Desk for supervision.

#### Finishes

Since this area is located at the main entrance of the library, it must be very attractive and uncluttered. The floor finishes must be stain resistant, dirt repellant, durable and low maintenance since this will be a relatively high traffic area and food and drinks may be served. Wall finishes should be mark resistant, attractive, durable and easy to clean.

#### CEILING:

Acoustical tile

#### WALLS:

Vinyl, sisal or Fabric wall covering; Tackable surfaces; Vinyl or carpet cove base; Chair rail

#### FLOOR:

Anti-static carpet tile, unfinished quarry tile, vinyl tile, or heavy weight commercial anti-static carpet w/ enhanced backing (No carpet pad permitted)

#### Access

